



# FINHAM PARK SCHOOL

*A Mathematics and Computing College*

## ADMISSIONS POLICY

September 2019

Finham Park School  
Green Lane  
Coventry  
CV3 6EA

Tel: 024 7641 8135  
Fax: 024 7684 0803  
Email: [headteacher@finhampark.co.uk](mailto:headteacher@finhampark.co.uk)  
[www.finhampark.co.uk](http://www.finhampark.co.uk)



Executive Headteacher: Mark Bailie  
Chair of Governors: Alethea Fuller



FINHAM PARK  
MULTI ACADEMY TRUST





Finham Park School is an Academy and the Academy Trust of the School is the admission authority. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code.

**For September 2019 Finham Park School's Published Admission Number (PAN) for Year 7 is 240.**

If there are more requests for the school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1. Children who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order.**

*A looked-after child is defined in Section 22 of the Children Act 1989.*

- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend Finham Park the following year.**

- 3. Other children who live in the catchment area served by the school.**

- 4. All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:**

- All full time teaching staff
- All full time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

- 5. Children living outside the catchment area with a brother or sister who currently attends Finham Park, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.**

- 6. Children by reference by distance to the school.**

If it is not possible to meet all of the requests in any one of the categories described above the school will prioritise the requests by reference to distance.

## BROTHERS AND SISTERS

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The Trustees of the school see the benefits of children from the same family attending the same school and give priority to brother and or sister connections in its policy for allocating places. The definition of brother or sister includes step brothers, step sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is oversubscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.

## COMPULSORY SCHOOL AGE

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

## DISTANCE

If it is not possible to meet all of the requests in any one of the categories described above, the Trustees will prioritise the requests within that category by reference to distance. A straight line measurement will be made, using a computerised mapping system, from the centre of the child's residence – to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Trustees will select by drawing lots.

## HOME ADDRESS

A student's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

**If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

## CATCHMENT AREA

One of the aims of Finham Park is to serve its neighbourhood and develop links with the local community to strengthen the school and community. The area served by a school is known as the catchment area and details of our catchment area are available from the school office.

## SPECIAL EDUCATIONAL NEEDS

All children with a statement of Special Educational Needs or an Educational Health and Care Plan that name the school will be admitted before all other applicants.

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## LATE APPLICATIONS

The closing date for admissions in the normal admissions round is the last day of October. After that date the Local Authority will continue to receive applications but those will be considered to be late and may not be processed until after the 1<sup>st</sup> March the following year.

## APPEALS

If you are unsuccessful in obtaining a place, parents have the right of appeal to an independent panel, who have the authority to exceed this admission number where appropriate. Please address your appeal to Finham Park Appeal, [d.case@finhampark.co.uk](mailto:d.case@finhampark.co.uk) or in writing to Finham Park School, Green Lane, CV3 6EA.

## WAITING LISTS

After the initial allocation of places the Trustees in conjunction with the Local Education Authority will establish a waiting list up until the end of the Autumn Term. Parents who wish to continue to be considered for any places after the end of the Autumn Term must register their interest for the school via the Local Authority.

## APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND

An application must be made to the Local Authority who coordinate all such applications, and will notify applicants of Trustee decisions. Applications refused a place will be offered the right of appeal.

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## Sixth Form Admissions Policy

This policy applies to students who will be 16 or 17 years old in September 2018. We will consider 15 year old students if they have the necessary qualifications to pursue level 3 courses. We do not accept new applications from students aged 18+ and will only consider 17 year olds in exceptional circumstances and if we have space.

### Pupil Admissions Number (PAN)

Finham Park Sixth Form's PAN is 300, split into two year groups:

- Year 12 = 160 (PAN for external applicants [not from Finham Park School] = 10)

### Application Deadlines

External students wishing to apply for a place at Finham Park Sixth Form for September 2019 must apply by 31<sup>st</sup> January 2019. Applications can be made by the following means:

- 1) Online at <http://www.finhampark.co.uk/sixth>
- 2) Using the common application form at <http://secure.route14-19.co.uk>.
- 3) In writing to Finham Park Sixth Form, Finham Park School, Green Lane, Coventry, CV3 6EA.

Internal students do not need to apply, but should let the Sixth Form know by 31<sup>st</sup> January 2019 if they do not wish to be considered for a place in September 2019. All applications will be considered together at the same time and each application will be given a guidance meeting to ensure they are pursuing the correct pathway.

If the number of applications is less than the published PAN, then each will be given an unconditional offer.

If the number of applications exceeds the published PAN, then oversubscription criteria will apply and conditional offers may be made.

Students who apply after the deadline may still be considered if spaces still exist for the subjects they are applying for.

### Entry Routes

Finham Park Sixth Form uses a pathway model for entries to the Sixth Form:

- Students achieving 5 grade 4 GCSEs plus English Grade 5 and Mathematics Grade 5 will have access to a broad choice of A Levels. Please refer to the Sixth Form prospectus for subject entry requirements. Please refer to the Sixth Form prospectus for subject entry requirements.
- Students achieving 4 grade 4 GCSEs plus English Grade 5 will have access to a broad choice of BTEC qualifications.

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## **Student Guidance Meetings**

All applicants will be invited to a guidance meeting to discuss their post-16 choices and enrichment opportunities. This meeting does not form part of the selection process, but is important to ensure students are following the correct programme of study for their needs. Attendance for students at these meetings is compulsory and parents are free to attend if they wish.

## **Oversubscription criteria**

If the number of applications from students who have achieved the published entry requirements exceeds the PAN, the following oversubscription criteria will be applied in the following order:

- 1) Students who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
- 2) Students who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend Finham Park the following year.
- 3) Other students who live in the catchment area served by the school.
- 4) Students living outside the catchment area with a brother or sister who currently attends Finham Park, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
- 5) Students by reference by distance to the school. If it is not possible to meet all of the requests in any one of the categories described above the school will prioritise the requests by reference to distance.

## **Responding to offers**

All students must respond to offers by the deadline set on the offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria have been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.

## **Appeals**

Appeals against the decision of Governors to refuse a place at the school must be made in writing to the Chair of Governors. Appeals will be heard by an independent appeal panel.

Chair of Governors  
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**Reviewed by: C Bishop**

**December 2017**

**Next review date:**

**October 2018**

Approved by Governors:

Signed:

Signed:

CHRIS BISHOP  
Headteacher

ALETHEA FULLER  
Chair of Governors

Date:

Date:

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